

Cash Assistance Program for Immigrants (CAPI) Program Guide (PG) Letter #26

December 13, 2010

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| Subject | REVISIONS TO INTERIM ASSISTANCE REIMBURSEMENT (IAR) |
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| Effective Date | November 20, 2010 |
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| References | All-County Information Notice I-92-10 |
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| Purpose | The purpose of this Letter is to provide updated instructions due to the implementation of electronic Interim Assistance Reimbursement (e-IAR). |
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| Background | All CAPI applicants/recipients must agree to authorize SSA to reimburse the State from their first Supplemental Security Income/State Supplemental Payments (SSI/SSP) payment (retroactive lump sum payment) for CAPI benefits received, beginning with the day the individual is eligible for SSI benefits. This authorization, which must be signed and dated by both the client and the worker, is the SSP 14. |
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The current manual process requires an immense amount of effort on the part of the County as well as SSA field offices. Presently, the County Office of Revenue & Recovery (ORR) receives paper checks and SSA-L8125 accounting report forms.

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| Changes | When the individual becomes eligible for SSI, Social Security will notify the Office of Revenue and Recovery (ORR). ORR will electronically complete the claim information to SSA. SSA will then send the amount claimed to ORR. |
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| e-IAR | <p>The e-IAR program will provide the following improvements:</p> <ul style="list-style-type: none">• an electronic notification and response process between SSA and the County for approved IAR claims;• a new electronic web-based IAR process and support system for the IAR accounting and reimbursement functions;• SSA will compute and pay all benefits due to the claimant after the |
|--------------|---|

- County has been reimbursed;
 - an expedited reimbursement process which should get payment to the County and claimant more quickly;
 - a new capability to send IAR payments to the County via direct deposit that will eliminate lost checks;
 - detailed accounting to the County, which will be available via the secured website; and
 - direct regional online updates of the County data, thus eliminating the need to send the SSA-L8125's to the SSA regional office or field offices.
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SSP 14 Form SSP 14 has been updated to comply with the new procedures. Workers will continue to obtain the applicant's signature and process the SSP 14 according to current procedures.

MEDS Workers must continue to review MEDS two business days after the case has been approved to ensure that the CAPI case is correctly showing to MEDS.

SSI Approvals Upon notification from SSA that SSI is approved, the following actions must be completed:

| Step | Who | Action |
|------|--------|---|
| 1 | ORR | Reviews CalWIN to determine aid paid to the claimant. |
| 2 | | Completes electronic claim information. |
| 3 | | Notifies the worker that SSI has been approved. |
| 4 | Worker | Closes CAPI case with timely notice. |

Forms Impact Form SSP 14 has been revised and updated in Xerox Print Service. SR269091 has been opened to revise the SSP 14 in CalWIN. Until CalWIN has been updated with the new version, the shelf-stock version must be used.

Imaging Impact No impact.

Automation Impact No impact.

**ACCESS
Impact**

No impact.

**Quality
Assurance
Impact**

Effective with the January 2011 review month, Quality Assurance will cite with the appropriate error any case that does not follow the requirements of this Letter.

**Summary of
Changes**

The table below shows the changes to the GRPG.

| Section | Changes |
|--------------------------|---|
| 99-108.1 | Section updated to show changes due to e-IAR. |

**Manager
Approval**

ORIGINAL SIGNED BY:

Sylvia Melena, Assistant Deputy Director
Self-Sufficiency Programs
Strategic Planning and Operational Support

DH